



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## DEPARTMENT OF SOCIAL SERVICES JOB OPPORTUNITY SOCIAL WORKER DIVISION OF SOCIAL WORK

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list

**Location:** Central Office- Division of Health Services-Community Options

**Job Posting No:** 115691

**Hours:** 8:30 am to 5:00 pm - Monday through Friday

**Salary:** \$66,793.00 Annually (SH-24)

**Closing Date:** October 25, 2017

**Eligibility Requirement:** Candidates must have applied for and passed the Social Worker exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of principles, techniques and methods of professional social work; considerable knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply social work policies; considerable ability to prepare clear and concise reports and case histories.

**General Experience:** A Master's degree in social work or a closely related field OR a Bachelor's degree in social work or a closely related field and two (2) years of experience in the self-directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree and three (3) years of experience in the self-directed use of case management techniques and counseling to sustain or restore client functioning.

**Note:** (1) Closely related fields are: applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice. (2) Qualifying experience at this level includes the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload and assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits.

**Substitutions Allowed:** For state employees successful completion of the Social Worker Trainee program may be substituted for the General Experience.

**Duties/Responsibilities:** Assist in design, development, implementation and evaluation of demonstrations aimed at improving full participation of older adults and people with disabilities into community; Assist in preparation of nursing home action plans; Gather information, monitor implementation and report out weekly on action plans; Analyze barriers and report on reasons for delay; Serve as liaison between project at a community and state level infrastructure change initiatives; Special focus/coordination on housing identification and lease-up, workforce development, probate court delays, etc. Share information and ensure consistent communication; Attend weekly local level meetings; Assist in development of technical assistance materials; Other duties as assigned

### **Preferred Skills:**

- Effective communicator
- comfortable advocating for and empowering older adults and people with disabilities
- engagement skills
- flexible
- goal driven
- team player

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment ([CT-HR-12](#)). Please **mail** your completed CT-HR-12, a cover letter and two (2) supervisory reference letters (State employees must submit their two (2) most recent Performance Appraisals instead of references) to:

Rachel Fein, Human Resources  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105

Incomplete or late applications will not be considered.

**PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED**

**Due to the large number of applications received we are unable to field phone/e-mail inquiries.**

**APPLICATIONS MUST BE POST-MARKED ON OR BEFORE **OCTOBER 25, 2017****

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*

***If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact the Affirmative Action Division at 860 424-5040***